

# MINUTES

NOVEMBER 13, 2008

<b>PRESENT:</b> Dianne Lehm, Big Sky EDA-Project Impact; Paul Dextras and Kathy Gibson, Billings Fire; Boris Krizek, Public Works; Kathy Aders, School District #2; Greg Neill, ConocoPhillips; Duke Nieskens, County Water District-Billings Heights; Ron Rosh, DPC; Jeff Ashworth, DXP; Kelly Drain, ExxonMobil; Rick Musson, Laurel Police Dept; Woody Woods, Lockwood Water & Sewer; Cliff Haaland, Lutheran Disaster Response; Scott Forshee, MSU-Billings-Police; Gerri Apuna, Hillary Harris, Ted Kylander, RiverStone Health; TC Coble, St. Vincent Help Flight; Sheri Centifanto, United Way – VISTA; Debbie West, Untied Way; Chuck Bikle, YARES; Jim Kraft, Yellowstone County DES; H. Starr Carpozi, EOC Staff Volunteer; Dan Bryan, City Airport/Fire Rescue; Susan Fachini, MSU-B/Police; Rod Ostermiller and Carol Wessel, US Marshal's Service.		
<b>INTRODUCTIONS</b>		
<b>AGENDA ITEMS</b>	<b>DISCUSSION</b>	<b>ACTION STEPS / FUTURE EVENTS</b>
<b>MINUTES</b>	Minutes from the previous meeting approved as distributed.	
<b>FINANCIAL REPORT</b>	<u><b>QUARTERLY FINANCIAL REPORT</b></u> [Jim Kraft] Reports are presented quarterly in the months of March, June, September and December. Jim reported that the LEPC balance is \$16,796.  In addition, RiverStone Health has committed \$20,000 plus for EOC upgrades.	Next report due December 2008
<b>COMMITTEE REPORTS</b>	<u><b>EXERCISE DESIGN COMMITTEE:</b></u> [Jeff Ashworth, Chair]  <u><b>OTHER PROPOSED EXERCISES PENDING</b></u>  CST [CIVIL SUPPORT TEAM] Exercise: December 9-11  ExxonMobil: Kelly Drain reported that they are in the planning stages of an exercise which will include participation area responders/ ALS support/Natural in the event of a natural disaster.  Earthquake: Epicenter in the Columbus area/potential future exercise.	Next Meeting – Exercise Design Committee: November 25 <sup>th</sup> @ 10am Billings Clinic, Room 1
	<u><b>GRANTS COMMITTEE</b></u> [Dianne Lehm, Chair] Dianne reported that she is working to update the pre-disaster mitigation plan. December 1, 2008 is the application deadline and she requested a letter of support from the LEPC. Joe will provide the letter.  DHS (Dept of Homeland Security) Grants for 2009 are pending.  Review: Emergency Ops Plan/Hazmat Annex Plan.	
	<u><b>CAER/CITIZENS CORPS</b></u> [Pam Sanderson, Chair] Disaster Booklets "Preparing for an Emergency in Yellowstone County" were distributed to those present. Sheri reported that over 11,000 booklets were distributed to the public via businesses, agencies, schools and other public places.	

	<p><b><u>MAP YOUR NEIGHBORHOOD UPDATE:</u></b></p> <p>Two members offered to pilot MYN program in own neighborhood to begin conversations and needs.</p> <p>Sheri will be putting together any presentation materials needed that will be helpful</p> <p>Planning to meet with Neighborhood Watch to coordinate efforts into possible expansion of Disaster Preparedness.</p> <p>Working on revising plans and focus areas for 2009.</p> <p>Sheri L. Centifanto, VISTA        The Volunteer Center: Disaster Services Coordinator        United Way of Yellowstone County</p> <p><i>To make a difference ... YOU CAN VOLUNTEER!</i> <a href="http://www.youcanvolunteer.org">www.youcanvolunteer.org</a></p>	
	<p><b><u>UNIFIED HEALTH COMMAND</u></b> [Debbie Hedrick]</p> <p><b><u>IMMUNIZATION GRANT PROGRAM.</u></b> Purchased t-dap vaccines with the grant fund which they will be offering free of charge to emergency responders.</p>	
<b>COMMITTEE REPORTS</b>	<p><b><u>SUMMARY OF PARTICIPANT FEEDBACK - PAN FLU DAYS 3 &amp; 4 TABLE TOP EXERCISE - OCTOBER 30, 2008</u></b></p> <p>There were 61 participants for the Pandemic Flu TTX, and 37 out of the 61 participants filled out the participant Feedback form.</p> <p>Overall participants were satisfied with the exercise with an average assessment factor of 4.54 taken from 7 questions (using a scale of 1-5 with the number 5 being the high and 1, the low).</p> <p>The question: <b>“What changes would you make to improve the exercise?”</b> had multiple responses with the majority falling in the following categories.</p> <ul style="list-style-type: none"> <li>• Exercise design</li> <li>• Involvement of other entities</li> <li>• Protocols and planning</li> <li>• Follow-up needed</li> </ul> <p><b><u>Exercise Design</u></b> suggestions included a different room setup, a different exercise focus, need more time and a different number of participants (some wanted less and some more).</p> <p><b><u>Involvement of other organizations</u></b> and community businesses was suggested to improve the exercise. There was suggestion that Daycare providers, retail businesses, County Jail, local Medical Suppliers, hospital laundry service and state and federal institutions be included in the exercise.</p> <p><b><u>Protocols and Planning</u></b> by participating organizations was identified as needing more information. Some suggestions were to have contracts for goods (masks, gowns, pharmaceutical) and services in place. There was a suggestion for a more realistic implementation of plan assessment of resources and processes. Finally, a protocol for receiving goods was suggested.</p> <p><b><u>Follow-up</u></b> was suggested. There were questions about how the weaknesses would be addressed and fixed as well as suggestions to have a follow up session to see how this exercise affected organizational plans and policies.</p>	

	<p>Some of the people felt the exercise did not need improvement. Their comments were that it was well organized, educational, beneficial, and thought-provoking. One comment said the exercise was very good to meet the desired outcome.</p> <p><b><u>Summary of the Participant Feedback Form</u></b> There were 4 questions designed to solicit participant recommendations and action steps from the exercise. The following is a summary for each question:</p> <p><b><u>Based on discussions today and the tasks identified, list the top 3 areas for improvement. The following areas were identified:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Planning</u></b> was identified for supplies, staffing shortages, staffing support, triage of patients, and stockpiling with distribution of the personal protective equipment (PPE). There were many that felt there needed to be increased medical planning and prioritizing. More UHC input and decision making for planning for a pandemic was identified. Refining essential functions is necessary for the planning. The planning for triage location and management of the ill with the supporting security was recommended.</li> <li>• <b><u>Communication</u></b> between entities and educational documents and fact sheets readied ahead of time for ease of revision and distribution. It was recommended that there be education and accountability at personal and local levels. Information availability including to staff.</li> <li>• <b><u>Coordination</u></b> between agencies and coordination between community businesses and members. There was a recommendation that the county emergency contact list be updated. One comment read "Discuss the scope of community and its impact as community does not stop at the county line." There were suggestions that there should be more connection with state and federal entities including involvement with this exercise.</li> <li>• <b><u>Support</u></b> of organizational planning, staff, and resources such as a community investment in resources, supporting staff family members, and informing staff of expectations.</li> </ul> <p><b><u>Identify the action steps to be taken to address the issues identified above and indicate if it is a high, medium or low priority. Most were identified with a high designation or no priority designation. The following was identified:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Unified Health Command</u></b> was identified as a significant leader and decision maker during a pandemic. As one participant stated, "UHC needs to discuss the wisdom of establishing triage centers" as well as explore the usage of antivirals. UHC and Public Health was clearly identified as needing more involvement for a consistent, county-wide plan.</li> <li>• <b><u>Coordination with vendors and suppliers</u></b> and developing contracts and relationships before a pandemic would occur was identified.</li> <li>• <b><u>Increased medical and community planning</u></b> was listed numerous times with suggestions of continued drills and exercises to continue finding gaps and improving the community and medical preparedness. Some specific planning suggestions were to budget for supplies and contracts, begin talks with city leaders on pandemic resources needed and plan for procurement and if necessary sequestering of resources by the UHC. Another was for a city-county cache of PPE for short and long term needs and planning for personnel shift changes to better accommodate the event.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• <b>Communication and education</b> was once again identified with community education on symptoms and wellness strategies included.</li> </ul> <p><u>Describe action steps that should be taken in your area of responsibility.</u></p> <ul style="list-style-type: none"> <li>• <b>Unified Health Command</b> again was identified as a high priority for attendance of the meetings and set or recommend specific community protocols. One suggestion was to work with the UHC and represent the Incident Command in finalizing written isolation instructions and attach to plan or use and evaluate the CDC's messages.</li> <li>• <b>Staff and their family</b> by planning and designing a family support plan or how to house staff and support their needs during a pandemic event. Developing a staffing plan that included employee needs such as PPE, vaccines, antiviral distribution plan, logistics and triage staffing. One suggestion was to survey employees to see what percentage would come to work and ask what could be done to increase this number. Also needed is staff development and training for a pandemic event.</li> <li>• <b>Planning</b> was identified as needed and necessary for a pandemic event. One individual said there was a need for better documentation of plans. Many felt they should participate and support the planning process and be a voice at the meetings expressing the need for planning. One suggestion was to have staff research and write a policy. Development of a pandemic supply list and infectious disease MD-references for case findings was suggested for ease of information gathering during a pandemic.</li> <li>• <b>Support</b> by organization, city manager and others to plan and provide money for resources such as a cache of PPE.</li> </ul> <p><u>List the policies, plans and procedures that should be reviewed, revised or developed.</u></p> <ul style="list-style-type: none"> <li>• Absenteeism policy and contracts, policies for supplies and antivirals and the pandemic flu plans were cited as important to review.</li> </ul> <p><u>Recommendations:</u></p> <ul style="list-style-type: none"> <li>• Core members of Unified Health Command (UHC) set up a pandemic committee to set policies, protocols and recommendations for the community and medical organizations.</li> <li>• Develop a policy for a cache of short term and long term supplies such as PPE that would be needed during a pandemic.</li> <li>• Conduct a mass fatality exercise and include the county coroner and mortuaries.</li> <li>• Greater county-wide planning for triage points, supply needs, and staffing shortages, etc. necessary during a medical surge. Need coordination of individual organization plans. Support of staffing needs and family support were identified as necessary during a pandemic when staff absenteeism is high.</li> <li>• Communication and educational materials developed prior to a pandemic flu event. The communication and education should be both to organizational staff and the community.</li> <li>• The areas identified for improvement during the exercise were as follows:             <ul style="list-style-type: none"> <li>○ Cleaning protocols</li> <li>○ Need money in budget for planning, caches, etc</li> </ul> </li> </ul>	
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# LOCAL EMERGENCY PLANNING COMMITTEE

2305 8<sup>TH</sup> AVENUE NORTH – BILLINGS, MT 59101

JOE MARCOTTE, CHAIR

DECEMBER 11, 2008 AGENDA

	<ul style="list-style-type: none"> <li>○ Need policies for accepting supplies such as how to check the source of supplies</li> <li>○ Have supplier contracts in place so cannot increase prices, etc.</li> <li>○ UHC has a strong history and should provide input for needing fewer access points and how to distribute inadequate resources.</li> <li>○ The educational process to community and staff needs to start early and each household having a 72 hour kit.</li> <li>○ Need to exercise Mass fatalities. It was discussed that cold storage businesses might not want to help because the business after the event might be affected. A business with cold storage trucks was used for the NY September 11, 2001 mass fatality. The public would not use the supplier after the event due to the stigma of having transported dead bodies.</li> </ul> <p>The strengths identified during the exercise were as follows:</p> <ul style="list-style-type: none"> <li>○ Control of fears as providers (this could be a strength and weakness)</li> <li>○ Community organizations and collaboration between disciplines</li> <li>○ Strong cohesive community culture</li> </ul>	
	<p><b><u>MEDICAL RESERVE CORPS</u></b> [Gerri Apuna]</p> <p>Nothing new to report.</p>	
<b>COMMITTEE REPORTS</b>	<p><b><u>CONFERENCE COMMITTEE</u></b> [Paul Hutter]</p> <p>Report postponed to the December meeting.</p>	
	<p><b><u>COMMUNICATIONS COMMITTEE</u></b> [PATRICK O'NEIL, Chair]</p> <p>Report postponed to the December meeting.</p> <p>Contact Patrick for more information: <a href="mailto:Patrick.oneil@svh-mt.org">Patrick.oneil@svh-mt.org</a> or 237-3665</p>	
	<p><b><u>BIG SKY CONSORTIUM</u></b> [Jim Kraft]</p> <p>Nothing new to report. Work continues on the lease agreements for the Dunn Mountain and Greenough proposed tower sites.</p>	
	<p><b><u>TRAINING SUBCOMMITTEE</u></b> [Joe Marcotte]</p> <p>Proposed training opportunities include: Train-The-Trainer programs in ICS/Incident Command. In addition, Joe suggested the development of a list of disciplines with specific instructors, as well as the development of a plan to educate these groups at these levels within the scope of the training.</p>	
<b>OLD BUSINESS</b>	<p><b><u>NEWS RELEASE PROTOCOL FOR LEPC EXERCISES</u></b></p> <p>Protocol to be developed.</p>	
	<p><b><u>BANNERS –ANNOUNCING LEPC TRAINING IN PROGRESS</u></b></p> <p>Gary and Pam to work on this project under the auspices of the CAER Committee. They will report back at the next meeting.</p>	
<b>OTHER BUSINESS</b>	<p><b><u>TRAINING OPPORTUNITY</u></b></p> <p>PetroSafe Workshop sponsored by ConocoPhillips, December 16-18, 2008, <b><u>Leadership Development Workshop for Industrial Emergency Responders.</u></b> Open enrollment training for emergency response team leaders, coordinators, supervisors and managers. Only 30 seats are available. This program is designed for personnel leading and supervising tactical emergency response activities at the emergency scene and to help your organization meet the advanced training for emergency response team leaders, coordinators, supervisors and managers requirement under OSHA and NFPA.</p> <p><b><u>Contact Greg Neill, Coordinator-Emergency Response Billings Refinery 255-2557</u></b></p>	<p><b><u>Contact Greg Neill, Coordinator-Emergency Response Billings Refinery 255-2557</u></b></p>

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	<p><b><u>PPCT SPONTANEOUS KNIFE DEFENSE INSTRUCTOR</u></b> This <a href="#">24-hour instructor course</a>, offered by the <a href="#">Texas Engineering Extension Service</a> (TEEX), prepares students to instruct the PPCT Spontaneous Knife Defense basic course; refines the student's physical technique; and presents instructional methods for teaching survival skills. The <a href="#">Spontaneous Knife Defense</a> course is designed to meet the needs of police and correctional officers. The training includes a comprehensive course on offensive knife systems. The focus of this training is to raise the student's awareness to the sophistication of strategies, yet to the simplicity in which an officer can fall victim to a moderately trained subject with a knife.</p> <p>The second phase of training will focus on the PPCT Knife Defense techniques, based upon a realistic, yet highly aggressive check-and-stun philosophy. The course was designed by PPCT Management Systems, Inc., a leader in subject control training systems. This system has evolved to the simplest form, where all of the skills are gross motor skills that are compatible to the effects of survival stress.</p> <p>Audience: Law enforcement officers, security guards/agents or corrections officers: Dress: Gym clothes Other Protective Equipment — Students must provide the following materials: Shin protection; Forearm protection; Eye protection.</p> <p>Registration: Participants may register on-line at <a href="http://www.teex.org/publicsafety">www.teex.org/publicsafety</a>.</p> <p>For more information, please contact a Customer Service Representative at: 979-845-6677 or 800-423-8433 (toll-free) <a href="mailto:publicsafety@TEEXmail.tamu.edu">publicsafety@TEEXmail.tamu.edu</a></p>	
	<p><b><u>CHEMPACK PROCESS OVERVIEW</u></b> (Gerri Apuna) Access to the chem. pack is available at anytime. Even though the chem. pack physically resides at the Billings Clinic, the responsibility for the pack is actually the County's. A review of the county maintenance plan is almost complete pending review of licensing/procedures for the transfer of chem. pack to the dispensing agency, etc. It is proposed to have the plan available for review at the January 09 meeting.</p> <p><b><u>FAMILY ASSISTANCE PROCESS</u></b> (Dan Bryan)</p> <p><b><u>DONATION COORDINATION DURING A NATURAL AND/OR MANMADE DISASTER</u></b></p> <p><b><u>PETS IN TIMES OF DISASTER</u></b></p>	
	<p><b><u>ANNUAL REPORT – 2008</u></b> Subcommittee reports are due by November 30<sup>th</sup>. Please email your report to Joe. If needed a template will be emailed to you.</p>	
<b>AGENCY REPORTS</b>		
BILLINGS CLINIC:	Building construction continues. In-house ICS training for clinic personnel	
YELLOWSTONE COUNTY DES:	Nothing else to report	
DXP:	Nothing else to report	
YARES	Ron Glass stepping down as Chair/new Officers to be selected at their next meeting, however Ron will remain as the emergency contact.	
UNITED WAY VOLUNTEER	Campaign underway. Saturday – November 15 <sup>th</sup> .	
US MARSHAL'S SERVICE	Welcome	
LAUREL POLICE DEPT	Nothing else to report	

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RIVERSTONE HEALTH	Radio training for their staff on November 21 <sup>st</sup> . Mike Glancy is the instructor.	
MSU-B POLICE	Welcome to Susan, new Assistant Police Chief at the University	
CITY-AIRPORT FIRE/RESCUE	Nothing else to report	
CITY- PUBLIC WORK	Nothing else to report	
CONOCOPhillips	Nothing else to report	
ExxonMobil	Contract negotiations underway.	
DPC	Nothing else to report	
LUTHERAN DISASTER		
BIG SKY EDA	Nothing else to report	
SCHOOL DISTRICT #2	Nothing else to report	
ST. VINCENT – HELP FLIGHT	Nothing else to report	
EOC/VOLUNTEER	Thank you to Sheri for letting her know about the meeting and the opportunity to gain an awareness level in order to help the community during a natural disaster.	
LOCKWOOD WATER/SEWER	Nothing else to report	
HEIGHTS WATER DISTRICT	Nothing else to report	
BILLINGS FIRE	Contract negotiations are progressing. Exploring making changes/upgrades to the radio system.	
RED CROSS STATUS	<p>Jim Kraft reported briefly on the current status of the Red Cross. The State has assured him that they have a presence in Yellowstone County and we will get support if requested and they will provide resources.</p> <p>During the recent snowstorm, the Red Cross was put on alert regarding shelters/however, the shelters were moved to Bozeman when the Billings Office was closed. A suggestion was made to contact area businesses to see if they would be willing to enter into a written agreement with Yellowstone County to provide shelter and/or provide assistance.</p> <p>Diminishing service levels: How will we (agencies/businesses) provide services to Yellowstone County residents in the event of a disaster, either man-made or natural?</p>	

There being no other business the meeting was adjourned. The next meeting will be December 11<sup>th</sup> – Headquarters Fire Station

Kathy E. Gibson  
Recording Secretary  
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